

River Park Homeowners Association

Clubhouse Rental Cleaning Checklist

Homeowner Name: _____

Rental Event Date & Time: _____

Thank you for your rental of our Clubhouse! We strive to keep our clubhouse in great condition and we hope you will enjoy your time here.

You will find the Clubhouse very clean and ready for your rental. Your job will be to return the Clubhouse to its clean status before you leave. You are encouraged to clean it yourself or hire someone to clean after your rental. **Please be aware that the clubhouse will be inspected after your rental. If additional cleaning is needed, or there is damage, a portion of a special assessment in the amount \$200.00 if not the entire amount will be collected on your account.**

We will provide paper towels and toilet paper for your convenience. Some cleaning supplies can be found underneath the kitchen sink. A vacuum has been provided for you. Below are just a few guidelines for the cleaning process:

- Vacuum all floors
- Mop the floor if needed (Spills, food residue, etc.)
- Dust furniture as needed
- Windex windows/glass panes/French doors (that show handprints)
- Empty all garbage cans/drop bags in the waste management trash cans located outside of the front door.
- Clean bathrooms (toilets, sinks)
 - Toilet cleaning is underneath the kitchen sink
- Clean kitchen (remove all food/drink items from the refrigerator, wipe down the countertops, microwave, and oven.
- Turn off all of the lights, make sure all doors are locked (excluding the front entrance door. This will lock automatically upon exiting) Make sure the thermostat is set to the pre-existing temperature.
- Make sure all folding tables and chairs are put back upstairs after using.

Your signed Reservation Form will indicate you have read and agreed to the cleaning process of our Clubhouse. We hope your rental event will be a pleasure!